



874 Main Street · Antioch, IL 60002 · T: 847-395-1000 · F: 847-395-1920

## Application for Employment

**PLEASE PRINT**

### PERSONAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Position desired? \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying?

YES ☐ NO ☐ If no, please explain.

(If you have any question as to what functions are applicable to the position for which you are applying, please ask the Human Resources department for a copy of the job description before you answer this question)

\_\_\_\_\_  
\_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

Are you legally eligible to be employed in the United States? YES ☐ NO ☐

(Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES ☐ NO ☐

(If no, you may be required to provide authorization to work.)

Are you a Veteran YES ☐ NO ☐

What type of education, training, and work experience did you receive while in the military?

Within the last seven years have you ever been convicted of a misdemeanor which resulted in imprisonment or a felony? YES [ ] NO [ ] If yes, please explain:  
(A conviction will not necessarily result in the denial of employment.)

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Have you ever worked for the Village of Antioch before? YES [ ] NO [ ]  
If yes, in which department? \_\_\_\_\_

When? (Give dates) \_\_\_\_\_ Job Title: \_\_\_\_\_

Do you have any relatives or friends who work for the Village? YES [ ] NO [ ]  
If yes, who and where do they work?

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Are you available to work:  
DAYS [ ] NIGHTS [ ] WEEKENDS [ ] FULL TIME [ ] PART TIME [ ] TEMPORARY [ ]

Are you presently employed? YES [ ] NO [ ] If yes, may we contact your employer? YES [ ] NO [ ]  
If presently employed, why are you considering leaving?

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Do you belong to any professional, trade, business or civic organizations related to the position for which you are applying? YES [ ] NO [ ] If yes, please explain and list offices held:  
(Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

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## EDUCATION

	Name and Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? YES [ ] NO [ ] If yes, please describe:

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List academic honors, extracurricular activities, offices held, etc. in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

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**EMPLOYMENT Start with your present or most recent position**

Name of Employer		Telephone Number (    )	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed   			
Name of Employer		Telephone Number (    )	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed   			
Name of Employer		Telephone Number (    )	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed   			

Use and additional sheet of paper if more space is necessary.

**PROFESSIONAL REFERENCES Give three individuals (not relatives or friends)**

Name/Job Title	Company
Full Address (Including Street, City, State & Zip) Street _____ City _____ State _____ Zip _____	Telephone Number (     )
Name/Job Title	Company
Full Address (Including Street, City, State & Zip) Street _____ City _____ State _____ Zip _____	Telephone Number (     )
Name/Job Title	Company
Full Address (Including Street, City, State & Zip) Street _____ City _____ State _____ Zip _____	Telephone Number (     )

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**APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA.**

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**IMPORTANT, PLEASE READ AND SIGN**

*I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Village of Antioch to verify their accuracy. I hereby release the Village from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.*

*I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the Village of Antioch. I understand that any offer of employment is for no definite time and may be terminated at any time without prior notice.*

Signed: \_\_\_\_\_

Do not write below this line

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**RESULTS (FOR OFFICE USE ONLY)**

Employed: YES ☐ NO ☐

If Yes, Job Title: \_\_\_\_\_ Department \_\_\_\_\_

Date beginning Employment \_\_\_\_\_ Compensation \$\_\_\_\_\_ per \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_